

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OC-AMD Staff Notes

FROM:**EXTENSION****NO.**

C/OC-AMD

DATE

12 October 1984

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

15 OCT 1984

10 OCT 1984

2.

AD/CO

15 OCT 1984

25 OCT 1984

3.

OC-EXA

25 OCT 1984

4.

OC-MLS

5.

OC/OL/IMC

Archiving

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM
1-79**610**USE PREVIOUS
EDITIONS

CONFIDENTIAL

OC 10657-84

14 OCT 1984

MEMORANDUM FOR: Director of Communications

25X1 FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 1-5 October 1984

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2. In line with the equipment capitalization program, CS is expecting two PRS-6 HF packages in late November. These packages will be installed in two of our six field stations used during the TCA Comprehensive Exercises. In conjunction with the installations, parallel instruction will begin in the OPS-101 track in both the PRS-2/4 and PRS-6 systems.

25X1 3. There are 14 CS instructors in TDY status supporting domestic and overseas training requirements.

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6. Career Development Training Group is moving ahead with planning for the next Mini-Masters Lecture Series. To date we have lined up guest speakers from WANG Corporation and from [REDACTED] SE Division. The Series is scheduled for the last week of November and the first two weeks of December; Tuesdays and Thursdays at 3:30 p.m. Mark your calendars. A syllabus is forthcoming.

7. Chief, Career Development Branch, OC-AMD/CDTG, chaired an experimental second cycle evaluation panel for MCA on 3 October. Of several genuine concerns noted by panel members was the perceived absence of positive reinforcement in interpersonal relationships within the office environment. Chief, Panel MCA plans to address the participants of the OC Management Seminar on this subject, and CDTG has ordered two professional film presentations dealing with the subject which will be shown during the Seminar.

8. During the week, Panel N experienced a gain of 1 technician with no losses. Panel N is 34 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 9 technicians under strength. Panel MCD experienced a gain of 5 employees with no losses. The Panel is currently 81 employees over authorized ceiling. There are 113 EOD students in training, while 17 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 64 personnel under strength.

9. Award statistics were compiled for Fiscal Year 1984. During the period 1 October 1983 through 30 September 1984, the Office of Communications recognized the performance of 196 individuals as follows:

Quality Step Increases	54
Special Achievement Awards	34 @ \$32,690
Exceptional Accomplishment Awards	57 @ \$45,650
Honor and Merit Awards	51

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[REDACTED]

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